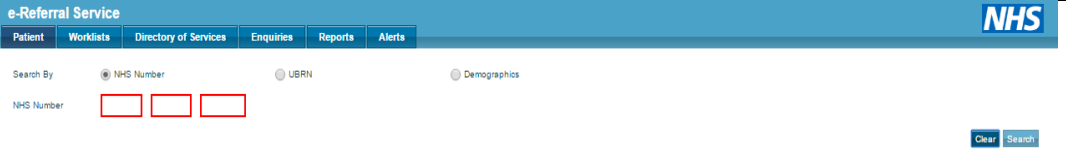
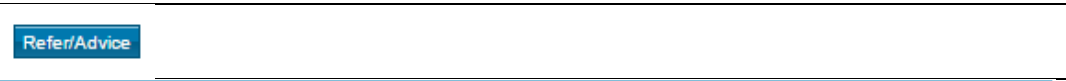
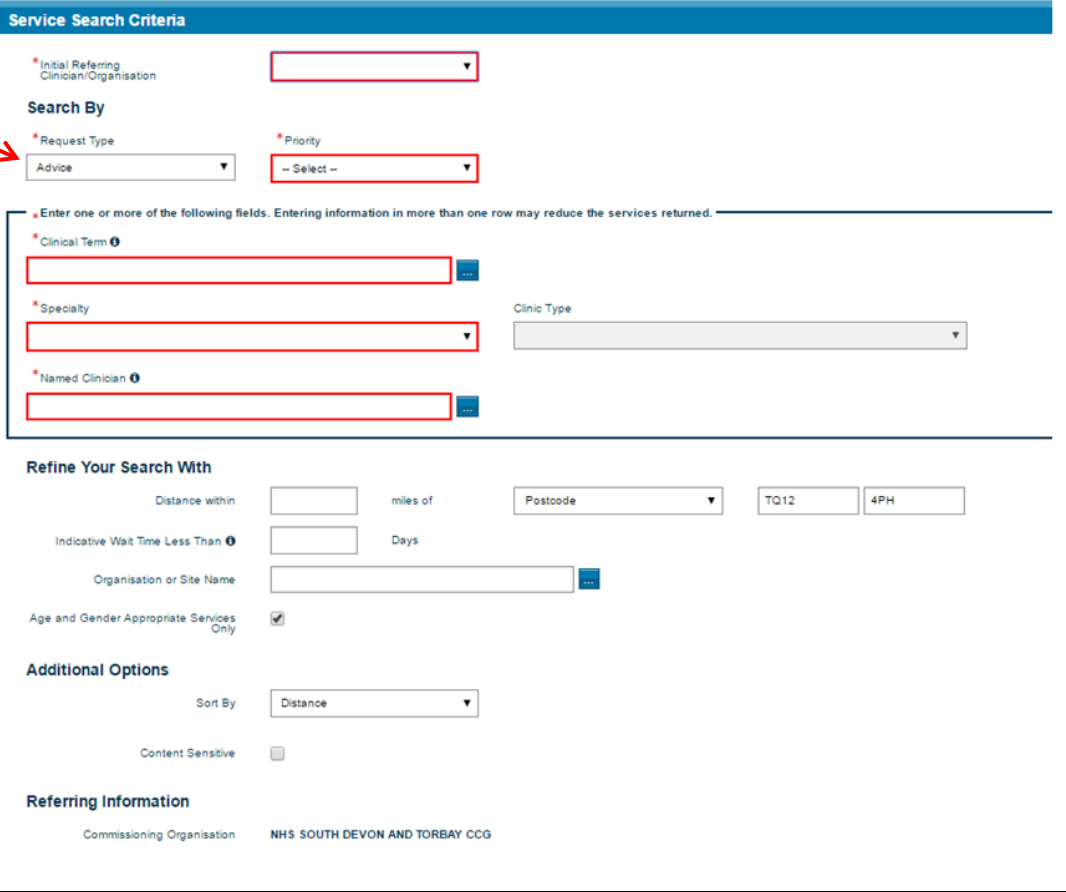

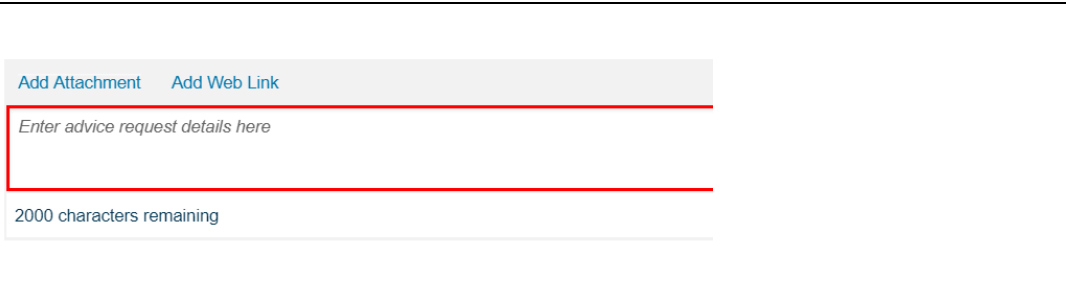

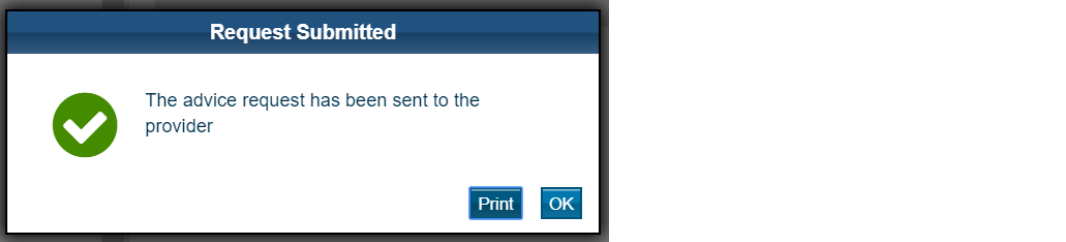

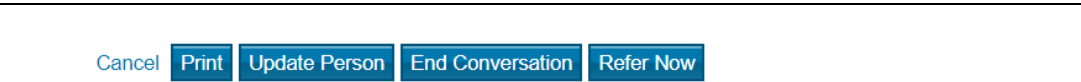
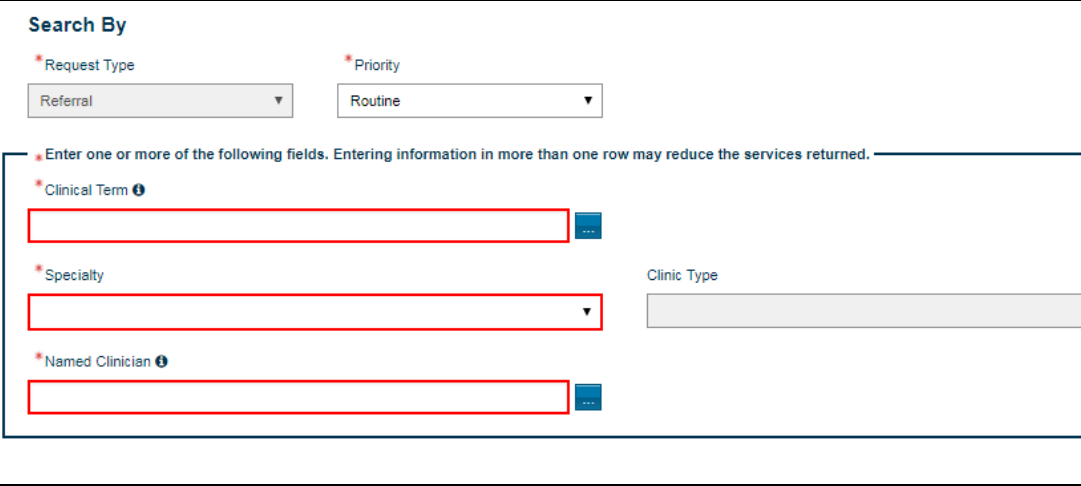


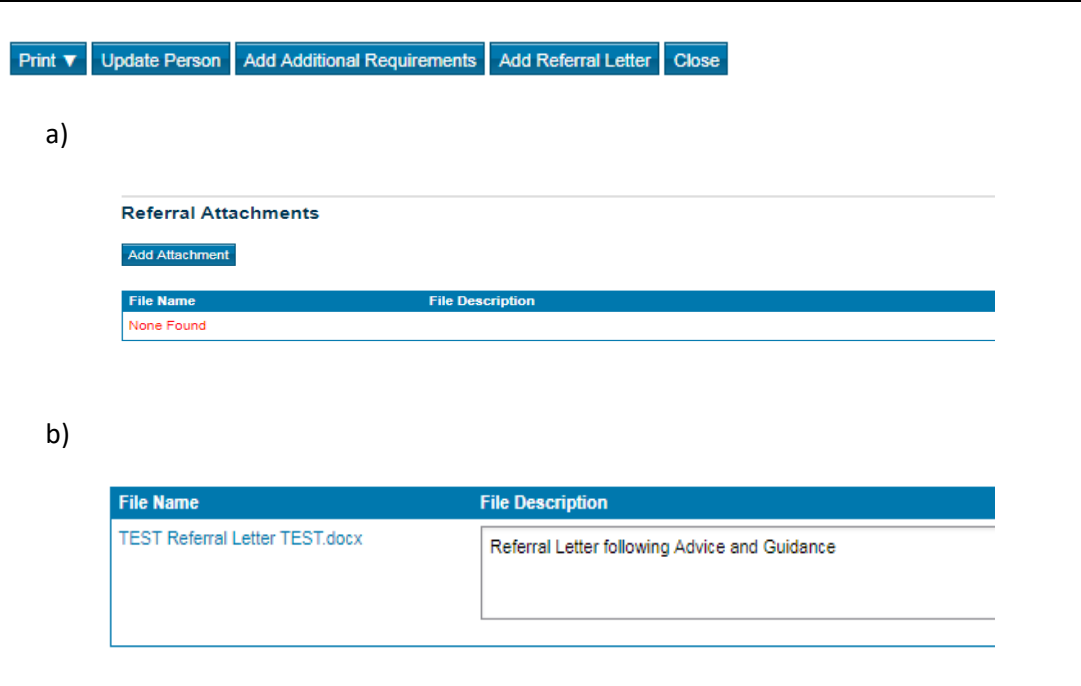


## Advice & Guidance (A&G) using e-Referrals General Practice

1.	Select patient in NHS e-Referral or from your GP clinical system in the usual way	
2.	Select 'Refer /Advice'	
3.	Complete 'Service Search Criteria' screen. Select 'Advice' for the Request Type	
4.	Select A&G Service and select 'Request'	
5.	Complete Advice Request Details box or attach any relevant document	
6.	Select Send Request	
7.	You will receive confirmation that advice request has been submitted	

8.	Check Advice & Guidance worklist for responses	
9.	Select UBRN to view Advice Response and action  <b>NB.</b> If you need to convert the advice and guidance to an appointment please use refer now, this will keep all the advice and guidance conversation.	 <ul style="list-style-type: none"> <li>• If GP wishes to ask further questions type in advice request details box or</li> <li>• End Conversation which removes the A&amp;G from the worklist or</li> <li>• Refer Now which is used when the patient needs to be seen (please see NB)</li> </ul>
10.	Refer Now Select Specialty and Clinic Type	
11.	Search Primary Care Menu. Select DRSS Service or a 2ww service if appropriate	
12.	Select Appointment Search, Book and Submit	
13.	Select Add Referral Letter  a) If practices are using their GP clinical system (i.e. Systmone, Emis Web, Microtest) to generate referral letter the document needs to be saved outside of their clinical system i.e. Desktop/My Docs to attach to NHS e-Referral.  b) Please add file description in box i.e. Referral Letter following A&G	

	c) Submit  d) Close	c) <a href="#">Cancel</a> <a href="#">Submit</a>  d) <a href="#">Print ▼</a> <a href="#">Update Person</a> <a href="#">Add Additional Requirements</a> <a href="#">Modify Referral Letter</a> <a href="#">Close</a>
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